



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

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MARINE CORPS RECRUITING COMMAND ORDER P5400.1A

From: Commanding General
To: Distribution List

Subj: HEADQUARTERS, MARINE CORPS RECRUITING COMMAND ORGANIZATIONAL MANUAL
(SHORT TITLE: MRCORGMAN)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate a Manual depicting the current organization of Headquarters, Marine Corps Recruiting Command.
2. Cancellation. MCRCO P5400.1
3. Background. Due to the relocation and restructuring of Headquarters, Marine Corps Recruiting Command, there have been numerous changes implemented to the latest edition of this manual.
4. Summary of Revision. This order contains numerous revisions and must be reviewed in its entirety.
5. Reserve Applicability. This order is applicable to the Marine Corps Reserve.


GARRY L. PARKS

DISTRIBUTION: B, D

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ENCLOSURE (1)

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RECORD OF CHANGES

Log completed change action as indicated.

<u>Change Number</u>	<u>Date of Change</u>	<u>Date Entered</u>	<u>Signature of Marine Incorporating Change</u>

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CHAPTER 1

COMMAND SECTION

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CHAPTER 1

COMMAND SECTION

1000. Mission. The Commanding General, Marine Corps Recruiting Command (MCRC) has responsibility to procure enough qualified individuals to meet the established personnel strength levels, officer and enlisted, of the Marine Corps and Marine Corps Reserve.

1001. Functions

1. Advises the Commandant of the Marine Corps (CMC) on military personnel procurement.
2. Plans, publishes, and supervises Marine Corps programs and regulations on military personnel procurement.
3. Works with other branches of the Armed Forces, the U.S. Coast Guard, and the Selective Service on personnel procurement matters in which the Marine Corps participates or has an interest.
4. Maintains liaison with recruit and officer candidates training activities including basic flight training activities.
5. Develops, distributes, and evaluates promotional material in support of the procurement program.
6. Represents the CMC in the preparation, presentation, justification, and administration of military personnel procurement budget projects for which the CG, MCRC is the Project Manager.
7. Sponsors T/O's for the MCRC including the headquarters and personnel with the Military Entrance Processing Stations (MEPS).
8. Processes all nominations and applications of qualified candidates for appointment to warrant or commissioned grade in the Marine Corps and the Marine Corps Reserve.
9. Prepares for the Secretary of the Navy all initial appointments to warrant or commissioned grade in the Marine Corps and the Marine Corps Reserve.

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1002. Additional Duties

1. Chief of Staff - Member, CMC Uniform Board
Head, Civilian of the Quarter/Year Board
2. Sergeant Major - Head, Marine of the Quarter/Year Board
3. Secretary - MCRC Civilian Time Keeper

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CHAPTER 1

COMMAND SECTION

SECTION 1: STAFF SECRETARY/AIDE-DE-CAMP

1100. Staff Secretary. The Staff Secretary is the administrative assistant to the Chief of Staff. The Staff Secretary is neither a member of the general nor the special staff. Duties include, but are not limited to the following:

1. In conjunction with the Executive Secretary, maintains an office of temporary record for the Commanding General and the Chief of Staff.
2. In conjunction with the AC/S, Manpower, ensures written matter routed to the Chief of Staff has been reviewed, and acted upon if necessary, by all pertinent staff sections.
3. Receives personnel visiting the headquarters to confer with the Commanding General or the Chief of Staff.
4. Collects, collates, and reviews input for the weekly CMC update to be put into Lotus Notes format and submitted each Thursday. Coordinates with specific staff sections to answer any requests for further information by CMC.

1101. Aide-de-Camp. The Aide-de-Camp is a member of the Commanding General's personal staff and is the administrative and personal assistant to the Commanding General. Duties include, but are not limited to the following:

1. Ensures that the Commanding General's daily, weekly, and monthly schedules are accurately maintained and continually updated.
2. Keeps the Commanding General abreast of all changes to the schedule.
3. Ensures that the Commanding General keeps all appointments, is on time, and in the correct uniform.
4. Prepares and ensures that the Commanding General is provided with appropriate comments for all speaking engagements.
5. Coordinates all of the Commanding General's travel arrangements (itineraries, vehicles, government air, airline reservations, motels, etc.)

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6. Escorts the Commanding General on all travel.
7. Prepares correspondence for the Commanding General as necessary.
8. Takes notes and items for action during travel or briefings.
9. Coordinates all MCRC award and promotion ceremonies.
10. Coordinates all MCRC Command social functions.
11. Advises the Commanding General on issues effecting the Command.
12. Ensures all new joins (SNCO and above) to the Command are interviewed by the Commanding General at his earliest possible convenience.

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CHAPTER 1

COMMAND SECTION

SECTION 2: 8412 MOS SPECIALIST

1200. Mission. Directly responsible to the Commanding General, Marine Corps Recruiting Command for the monitoring of the Career Recruiter Program (CRP).

1201. Functions. Oversight of CRP structure, grade shape, eligibility requirements, MOS development, billet assignment and progression, training, promotion, incentives, reliefs and MOS viodance.

1202. Additional Duties - Member of the CMC Remedial Promotion Board
Member MCRC Recruiting Meritorious Promotion Board
Review and provide recommendations for 8411 reliefs

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CHAPTER 2

ASSISTANT CHIEF OF STAFF, MANPOWER

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CHAPTER 2

ASSISTANT CHIEF OF STAFF, MANPOWER

2000. Mission. To perform administration and personnel functions for the Command.

2001. Functions

1. Administrative Functions

- a. Receives and processes all incoming correspondence.
- b. Receives, distributes, and controls all message traffic for the Command.
- c. Receives, reviews, and coordinates board action for all recruiting awards routed to the Command for disposition. The Commanding General, MCRC is authorized to award the Navy Commendation Medal and lesser awards.
- d. Maintains the Command T/O and all other T/O's pertaining to recruiting. Recommends changes, additions and deletions.
- e. Assigns action on pertinent issues and taskings from other agencies and offices of the DoD.
- f. Maintains the Directives Control Point (DCP).
- g. Arranges for reproduction services for the office of the Commanding General.
- h. Maintains a file for and coordinates the distribution of policy memoranda for the headquarters.
- i. Tracks all fitness reports submitted for reporting senior or reviewing officer action by either the Commanding General or the Chief of Staff. Coordinates the submission of fitness reports on all Marines in the headquarters.
- j. Prepares special projects and performs additional functions as directed by the Commanding General.
- k. Maintains a recall roster of individuals assigned to the Command headquarters.

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1. Prepares submissions for duty rosters and posts these reports when published.

2. Personnel Functions

a. Coordinates recruiter screening matters for the Command. Coordinate with CMC, M&RA, Manpower Management, Enlisted Assignments (MMEA) for Career Recruiter representation on the Headquarters Recruiter Screening Team (HRST).

b. Works with CMC, M&RA, Manpower Management, Enlisted Assignments and Officer Assignments (MMEA and MMOA) to ensure personnel staffing goals within the recruiting force are maintained. This includes both "A" and "B" billets.

c. Makes the by-name assignment of Recruiters School graduates.

d. Maintains liaison with Recruiters School on the quality and quantity of recruiters.

e. Processes and tracks all requests for extensions of recruiting tours.

f. Processes and tracks all requests for designation as a Career Recruiter, MOS 8412.

g. Processes and tracks all requests for voluntary or involuntary avoidance of MOS 8412.

h. Maintains statistics on all recruiter reliefs for cause and for the good of the service.

2002. Additional Duties

1. Assistant Chief of Staff (AC/S), Manpower - Member, CMC Awards Board
Member, CMC Enlisted Remedial Promotion Board
Civilian Timekeeping Approving Officer
2. Deputy AC/S (Adjutant) - Alternate, Civilian Timekeeping Approving Officer
Telecommunications Certification Officer
MCRC Headquarters Security Manager
3. Personnel Chief - Member, Marine of the Quarter Board

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CHAPTER 3

ASSISTANT CHIEF OF STAFF, RECRUITING

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CHAPTER 3

ASSISTANT CHIEF OF STAFF, RECRUITING

3000. Mission. To provide the Commanding General with the staff assistance to conduct enlisted recruiting operations; to design and execute all training throughout the recruiting service; to prepare personnel procurement plans for the out-years; and to obtain and analyze all statistics and data vital to decision-making in the All Volunteer Force environment.

3001. Functions

1. Plans, organizes, and directs enlisted accession operations.
2. Analyzes, designs, develops, implements, and evaluates training for personnel at all echelons in the field recruiting organizations.
3. Obtains and analyzes data on statistics related to personnel procurement operations and based on analysis, prepares plans for accession operations in out-years as well as modifications to plans for the current year.

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CHAPTER 3

ASSISTANT CHIEF OF STAFF, RECRUITING

SECTION 1: ENLISTED RECRUITING OPERATIONS SECTION

3100. Functions

1. General

a. Directs and supervises execution of the Annual Plan for non-prior service recruiting enlisted personnel from civilian sources for the Marine Corps and for the Marine Forces, Reserve (MARFORRES) in accordance with the policies and guidance provided by CMC, Deputy Chief of Staff, Manpower and Reserve Affairs (DC/S, M&RA).

b. Sponsors, plans, publishes and supervises enlisted recruiting support and incentive programs.

c. Keeps the Commanding General aware of enlisted recruiting status and advises him on enlisted recruiting matters.

d. Lends support in justification of personnel procurement budget issues.

e. Assists MCRC (HR) in preparing for congressional hearings dealing with enlisted recruiting and assists the Commanding General with development of his testimony.

f. Performs special projects as directed. For example; took lead action in formulating the Marine Corps position in the response to the Defense Management Review Initiative on establishing a joint recruiting Command.

2. Administration Unit

a. Provides administrative support to the section.

b. Initiates investigations and inquires on allegations of recruiter improprieties.

c. Maintains files and directives on enlisted recruiting.

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3. Operations Unit

a. Directs and supervises annual enlisted recruitment quotas for non-prior service (NPS) Regular and Reserve Components.

b. Negotiates annual NPS Reserve requirements by reserve unit with MARFORRES and CMC, M&RA, Reserve Affairs, Personnel, Plans and Policy Branch (RAP).

c. Provides recommendations and estimates of supportability on changes to Selected Marine Corps Reserve (SMCR) Units.

d. Published criteria and procedures for enlistment.

e. Screens criteria waivers, e.g., medical, educational, moral, aptitude and age, and approves enlistment and reenlistment on a case-by-case basis if enlistment is permissible and in the best interest of the Marine Corps and the SMCR.

f. Validates enlistment guarantees and promises with new Marines and contributes to quality control through the section's liaisons located at each School of Infantry (SOI).

g. Screens reenlistment requests for former Marines and members of the SMCR for active duty and approves those who are qualified and needed, and forwards to M&RA (MMEA).

h. Oversees and analyzes the weekly and monthly attainment of total force enlisted shipping requirements and contracting and forecasts results.

i. Supervises the Marine Corps Recruit Option Control (MCROC) system.

j. Maintains liaison with the other services and the Selective Service on matters of mobilization, recruiting, and standardization of enlistment forms and documents.

k. Coordinates recruitment of musicians for the Marine Corps music programs with the Field Military Music Section, CMC, M&RA, Manpower Policy Branch, Music Section (MPO-20).

l. Maintains daily liaison with the recruiting regions and districts on operational recruiting and quality control matters.

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m. Keeps the recruiting regions and districts informed of current CMC and higher level decisions which affect enlisted recruiting.

n. Maintains liaison with the Military Entrance Processing Command (MEPCOM), which exercises Command and control over sector headquarters and all Military Entrance Processing Stations (MEPS).

o. Supervises the recruiting support programs (e.g., Recruiter Aide, Recruiter Assistant, and Command Recruiting).

p. Directs corrections to enlistment contracts.

q. Provides advice and recommendations to the Board for Corrections of Naval Records (BCNR) and the Marine Corps representatives to the Manpower Accession Policy Working Group (MAPWG).

r. Maintains liaison with the Chief, Navy Bureau of Medicine and Surgery (BUMED) on physical standards for enlistment.

s. Manages the Reserve SNCO and Officer and Former Officer Enlistment/Reenlistment Board pursuant to the CMC (DC/S, M&RA) approved precept.

t. Writes, publishes, and maintains up-to-date directives on enlisted recruiting.

u. Develops criteria and apportions allocations for all recruiting incentive programs.

3101. Additional Duties

1. Operations Officer - Member, CMC Meritorious Promotion Board.

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CHAPTER 3

ASSISTANT CHIEF OF STAFF, ENLISTED RECRUITING

SECTION 2: INFORMATION SYSTEMS SECTION

3200. Mission. To coordinate and oversee automated data processing (ADP) functions, manage ADP training, oversee the Marine Corps Recruiting Information Support System (MCRISS), and develop new management information systems which impact on recruiting.

3201. Functions

1. Evaluates recruiting management procedures in use with the objective of improving methods of data acquisition, storage, retrieval, processing, evaluation, distribution, and use.
2. Trains users to operate the MCRISS.
3. Controls MCRISS.
4. Manages and coordinates the development, integration, and operations of computer based management information systems with the recruiting service and the division.
5. Provides ad-hoc data retrieval from MCRISS.
6. Manages and administers the access for the Prior Service Enlistment Eligibility System for the MCRC.
7. Manages and administers the local area network (LAN) for the recruiting service.
8. Manages computer training for headquarters personnel (military and civilian).
9. Oversees procurement of computer related items in regards to compatibility and connectivity.
10. Provides technical support where needed for the ADP within the headquarters.
11. Maintains the headquarters property account.

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ASSISTANT CHIEF OF STAFF, RECRUITING

SECTION 3: PLANS, POLICY, ANALYSIS SECTION

3300. Mission. To develop, evaluate, and implement recruiting plans, and analyze the impact of manpower plans and policies on officer and enlisted procurement. Serves as the focal point for the development of out-year personnel procurement planning, and does special projects assigned by the Commanding General.

3301. Functions

1. Prepares monthly recruiting reports for submission to the Office of the Assistant Secretary of Defense (OASD) and Navy Comptroller (NAVCOMPT).
2. Allocates percentage of total force mission and assets for each Marine Corps District.
3. Maintains liaison with other Service Recruiting Commands to obtain comparative recruiting statistics.
4. Collects, audits, evaluates, and distributes attrition figures for the MCRC.
5. Publishes the MCRC Operations Plan.
6. Works with the Selective Service System and CMC (DC/S, M&RA) in planning mobilization requirements.
7. Provides membership to the Joint Market Analysis and Research Committee (JMARC), and coordinates Marine Corps requirements on projects and programs assigned by the JMARC.
8. Collects, audits, evaluates and distributes monthly and quarterly quantitative and qualitative recruiting results.
9. Reviews and analyzes Marine Corps and DoD plans and policies on the total force recruitment effort.
10. Serves as the Command coordination point for the administration of National Voter Registration Act.
11. Conducts a yearly structure analysis for the nation utilizing the Production-weighted Qualified Military available (PQMA) methodology.

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12. Coordinates responses concerning recruiting policies and recruiting procedures.
13. Drafts, staffs, and publishes enlisted recruiting policy changes.
14. Central point of contact for enlisted recruiting statistical data and policy information for congressional testimony.
15. Central point of contact for enlisted recruiting briefs.

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CHAPTER 4

ASSISTANT CHIEF OF STAFF, COMPTROLLER

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CHAPTER 4

ASSISTANT CHIEF OF STAFF, COMPTROLLER

1. Mission. To represent the Commanding General on all issues regarding financial management, including budget preparation, budget formulation, budget execution, and budget reconciliation for Recruiting and Advertising, and budget issues for JROTC and Base Operations.

2. Functions

1. Works with the CMC (DC/S, P&R), (DC/S, I&L), (DC/S, M&RA), (DC/S, AR) and CG, MCCDC on the forgoing activities and projects.

2. Participates in briefings and hearings at Headquarters, Marine Corps, NAVCOMPT, Department of Defense (DoD), Office of Management and Budget (OMB), and Congressional budget review levels.

3. As Operating Budget holder for funding in Recruiting, Advertising, Base Operations, JROTC, Reserve Recruiting and Reserve Advertising, monitors and manages funding for MCRC Headquarters. Monitors budget execution by analysis of obligations.

4. Allocates funding to the six Marine Corps Districts by means of monthly Planning Estimates for Recruiting, Advertising, Base Operations, JROTC, Reserve and Reserve Advertising. Monitors budget execution by analysis of obligations and detecting funding trends.

5. Prepares fiscal management reports identifying unit execution within MCRC for travel, support and advertising.

6. Prepares fiscal management reports for MCRC and each district for advertising funding, obligations and payments under the advertising contract. Analyzes these reports and coordinates with District personnel for areas of concern.

7. Coordinates all accounting matters within MCRC with the Defense Finance and Accounting Service (DFAS).

8. Reconciles all current year and prior year accounts, taking corrective action when necessary.

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9. Analyzes midyear funding requirements from MCRC and Districts, taking necessary action to either request additional funding from CMC, P&R or from current funding.
10. Coordinates with Marine Corps Reserve Support Command (MCRSC), and MARFORRES on Reserve Recruiting and Reserve Advertising for Prior Service recruiting.
11. Prepares budget submission for the Program Objective Memorandum (POM), NAVCOMPT, the Office of the Secretary of Defense (OSD), and Congressional budget submission; prepares appeals and/or reclaims when necessary, monitors budget execution, and reconciles budgets.
12. Administers and reconciles the MCRC HQ TAD funds for current and prior years.

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CHAPTER 5

ASSISTANT CHIEF OF STAFF, MARKETING/ADVERTISING

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CHAPTER 5

ASSISTANT CHIEF OF STAFF, MARKETING/ADVERTISING

5000. Mission. To support the recruiting force by building positive awareness of the Marine Corps, generating quality leads, and providing effective sales tools to the recruiting force.

5001. Functions

1. Develops courses of action, for the Commanding General's decision, on the advertising strategy in support of Marine Corps recruiting. This includes producing the national Recruitment Advertising Plan, selecting and supervising the contracted advertising agency, selecting and purchasing paid advertising, and conducting advertising research.
2. Allocates and manages the recruitment advertising budget.
3. Produces all national paid and public service awareness advertising to include television and radios commercials, theater reels and slides, magazine advertisements, outdoor advertisements (billboards, transit boards, etc.) and the internet.
4. Produces recruiter support materials to include informational and motivational videos, booklets, posters, bumper stickers, folders, and recruiter sales tools (i.e. Product Knowledge Sales Book (PKSB)).
5. Conducts direct mail and other lead generating activities. This includes compiling mailing lists, conducting direct mail efforts, distributing all leads including those from the Joint Recruiting Advertising Program selective service mailings, and tracking and reporting on the effectiveness of these lead generating activities.
6. Develops strategy and ensure the Marine Corps Brand image is maintained in both MARINES.COM and MARINEOFFICER.COM as tools for awareness and lead generation on the Internet.
7. Trains recruiters and Command Group members on the use of advertising materials. Additionally, trains the Recruitment Advertising Officers (RAOs) and Marketing and Public Affairs Representatives (MPAs) in the performance of their duties and responsibilities.

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8. Conducts and coordinates the national high school students and educators convention program and National minority conventions to build positive awareness of the Marine Corps.

5002. Additional Duties. The AC/S, Advertising and Marketing also performs the additional duty as a member of the CMC Performance Evaluation Review Board (PERB).

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

6000. Mission. To provide the Commanding General with the staff assistance necessary to conduct officer procurement operations.

6001. Functions

1. Recommends and prepares for publication, regulations, standing operating procedures, and administrative instructions on officer candidate procedures and the Marine Corps requirements for appointment to commissioned grade for candidates for the Platoon Leaders Class (PLC) (Ground, Aviation and Law), Officer Candidates Class (OCC) (Ground and Law), Aviation Officer Candidates Class (AOCC), Enlisted Commissioning Program (ECP), Meritorious Commissioning Program (MCP), Selected Marine Corps Reserve Direct Commissioning Program (SMCR DCP), Marine Enlisted Commissioning Education Program (MECEP), Woman Officer Candidates Class (WOCC), Naval Reserve Officer Training Corps (NROTC), U. S. Naval Academy, and Warrant Officer (WO) Program. Additionally, responsible for administering the Broadened Opportunity for Officer Selection and Training (BOOST) Program. Processes applications for individuals for inter-service transfer from other services to the Marine Corps Specialist Officer Program and reappointment of former officers.
2. Reviews applications of qualified candidates for enrollment in commissioning programs. Completes documentation for appointment to commission grade in the Marine Corps or the Marine Corps Reserve.
3. Reviews nominations by CMC (MMOA) for assignment as Officer Selection Officers (OSOs), Assistants for Officer Procurement (AOPs), Marine Officer Instructors (MOIs), Commanding officers and executive officers for NROTC units.
4. Maintains monthly statistical data on appointments to include augmentation and accessions.
5. Works with CMC (MMOA) to maintain records of officers assigned temporary additional duty as OSOs.
6. Informs districts of CMC and higher level decisions that affect officer procurement.

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7. Informs appropriate CMC staff agencies on feedback from districts as to the impact CMC and higher level decisions are actually having on officer procurement.
8. Maintains liaison with other branches of the Armed Forces on common procurement matters.
9. Coordinates with CMC, M&RA, Manpower Plans and Policy Division (MP) concerning mental and moral criteria for officer accession and officer accession planning by source and category.
10. Works with CG, MCCDC, Training and Education Division (T&E) on Officer Candidates School (OCS) and The Basic School (TBS) training dates and student loading plans.
11. Coordinates planning related to future officer procurement matters.
12. Works with CMC staff agencies to support officer procurement operations.
13. Controls and coordinates the day-to-day officer procurement operations.
14. Coordinates the content of the initial and follow-on training program conducted for OSOs.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

SECTION 1: APPOINTMENTS SECTION

6100. Functions. The Appointments Section performs the below listed functions.

1. Prepares, transmits, and supervises the execution of all initial appointment of officers, changing officer and warrant officer status. Reports all pertinent data concerning these appointments.
2. Prepares and distributes orders on all officers initially assigned to active duty.
3. Prepares commissioning documents on personnel who have been confirmed by the U.S. Senate.
4. Prepares, transmits, and supervises the execution of all reversions, augmentations and redesignations of officers and warrant officers in the Marine Corps and the Marine Corps Reserve. Reports all pertinent data concerning these appointments.
5. Works with the following agencies on appointments:
 - (a) Manpower Information Systems Support Office (MISSO) - furnish information concerning initial appointments and data changes by unit diary.
 - (b) CMC (MMOA) - receives reports of, and prepares documents on, Reserve officers selected for augmentation into the Regular Marine Corps. Verifies change of status for Officers from Regular to Reserve.
 - (c) CMC (MP) - furnish information on officer and warrant officer status, change appointments by unit diary, and information concerning initial appointments by completing specific forms.
 - (d) MCRC (AC/S, Off Proc) - receive backup documents and prepares appointment documents for applicants under the cognizance of the respective units.

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(e) Office of the Secretary of the Navy - forwards commissions, appointments, and other supporting documents for signature by the SecNav.

(f) CMC, M&RA, Manpower Management, Promotion Branch (MMPR) - ensures appointments (except initial appointments) are made in current grade.

(g) CMC, M&RA, Manpower Management, Support Branch and Promotion Branch (MMSB and MMPR) - coordinates preparation, audit, and disposition of appointment documents, furnished CMC (MMPR) with information on appointments and assistance with questionable dates of rank.

(h) CMC, M&RA, Manpower Management, Separation and Retirement Branch (MMSR) - documents for officers resigning their Regular commissions and for temporary officers reverting to their permanent rank or changing their present status. Collates these documents for presentation to the officer.

(i) BCNR - prepare adjusted documents needed to restore officer appointments and dates of rank upon retirement or separating. Works with other agencies to prepare proper replies to other BCNR inquires.

6. During times of national emergency, prepares commissioning documents on all programs leading to temporary appointments and commissions in the Marine Corps and Marine Corps Reserve.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

SECTION 2: ENLISTED ACCESSION PROCUREMENT SECTION

6200. Functions. The Enlisted Accession Procurement Section performs the below listed functions.

1. Receives, processes, and reviews all applications for the ECP, MCP, SMCR DCP, and WO programs. Prepares and recommends for publications regulations, policies, standing operating procedures, precepts, and administrative instructions relating to cognizant programs.
2. Administers the Marine Corps WO program for eligible enlisted personnel of the Marine Corps, Marine Corps Active Reserve, and SMCR. This includes preparing the annual bulletin announcing the program, receiving and presenting requests for appointment, administering the annual selection board, and announcing board results.
3. Administers the ECP and MCP. This includes preparing the directives announcing the programs, receiving and preparing results for appointment, administering the selection boards, announcing board results, and assigning appointees to appropriate classes.
4. Coordinates and administers the WO, ECP, and MCP boards. Refers applications to the boards.
5. Works with BUMED on physical examinations and qualifications of applicants for the Marine Corps Officer programs and aviation training.
6. Coordinates with CMC (MMEA) on orders to training for ECP and MCP selectees. Coordinates with CMC (MMOA) on orders to training for WO selectees.
7. Recommends appropriate medical and eligibility waivers for procurement in the Marine Corps officers programs.
8. Answers inquiries on program eligibility requirements. This includes congressional and special interest correspondence.

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9. Works with CMC (RA) in conducting the SMCR DCP. This includes preparation and publication of the directive governing the program and receipt and preparation of applications for appointment.
10. Provides guidance and mission requirements to OSOs at MCBs Camp Pendleton and Camp Lejeune.
11. Coordinates with CMC and the Secretary of the Navy (SecNav) for delay of appointments and removals from the WO selection list.
12. Provides instruction at the Career Planner Course regarding enlisted to officer programs.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

SECTION 3: LAW PROGRAMS SECTION

6300. Function. The Law Programs Section performs the below listed functions.

1. Administers the Platoon Leaders Class (PLC) law program.
2. Provides advice in the selection process with respect to the cases of applicants to the PLC and Officer Candidates Class (OCC) law programs.
3. Recommends appropriate waivers of eligibility criteria for the PLC-Law and OCC-Law programs.
4. Assists Officer Selection Officers in recruiting and commissioning the best available law students and bar certified lawyers.
5. Administers the PLC-Law Active Duty Special Work (ADWS) summer program.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF OFFICER PROCUREMENT

SECTION 4: REGULAR OFFICER PROCUREMENT SECTION

6400. Functions. The Regular Officer Procurement Section performs the below listed functions.

1. Prepares directives announcing the opportunity for appointment to the U.S. Naval Academy of eligible enlisted personnel of the Marine Corps or Marine Corps Reserve.
2. Administers the Marine Corps portion of the Naval Academy Preparatory School (NAPS) program. Prepares directives announcing the eligibility of enlisted Marines to apply for admission to the NAPS.
3. Coordinates with the Marine Corps representative assigned to the NAPS and the U.S. Naval Academy.
4. Administers the Marine Corps program concerning the appointment of graduates of the U. S. Military Academy and the U. S. Air Force Academy in the Marine Corps. Coordinates with the Marine Corps representatives assigned to those academies on personnel procurement matters.
5. Coordinates with the Chief of Naval Education and Training (CNET) on the Marine Corps Option NROTC portion and serves as the liaison with CMC for all personnel assigned to NROTC duty.
6. Works with the CNET and the Commander, Navy Recruiting Command to administer the Marine Corps portion of the NROTC Scholarship Program. This function includes preparing the annual Marine Corps Bulletin and other scholarship material, receiving and processing applications for selection as Marine-option scholarship recipients, and administering the annual Marine Corps Scholarship Selection Board.
7. Administers the Marine Corps Enlisted Commissioning Education Program (MECEP). This includes preparation of the annual bulletin announcing the program, administration of the annual selection board, announcement of the board results, placement of the MECEP Preparatory School graduates into selected colleges or universities, assignment of MECEP students to OCS, and coordination with CNET on instructions regarding MECEP.

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8. Administers the Marine Corps BOOST program. This includes preparing the annual bulletin announcing the program, receiving applicants, administering the annual selection board, and announcing the board results.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

SECTION 5: RESERVE OFFICER PROCUREMENT

6500. Functions. The Reserve Officer Procurement Section performs the below listed functions.

1. Recommends and prepares for publication, regulations, standing operating procedures, and administrative instructions on reserve officer candidate procurement and the Marine Corps requirements for appointment to commissioned grade as a candidate for the PLC (Aviation, Ground, and Law), OCC, WOCC, AOC, and the OCC (Law) programs.
2. Refers PLC applications to the OCS Board. Assigns selected applicants to training.
3. Distributes all orders for assignments to active duty for training.
4. Initiates National Agency Checks for all applicants.
5. Coordinates with BUMED on physical examinations and qualifications for all applicants and PLC members.
6. Maintains direct liaison with the OCS on candidate training.
7. Administers and maintains records on all members of the PLC and OCC programs.
8. Monitors the various Districts' progress toward procurement goals for the PLC and OCC programs by category.
9. Responds to congressional inquiries on PLC and OCC related matters.
10. Recommends appropriate waivers for eligibility criteria for the PLC and OCC programs.
11. Manages and works with Districts and CMC staff agencies on the Financial Assistance, Flight Indoctrination, and Marine Corps Flight Orientation Programs.

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12. Refers OCC applicants to the Officer Candidate Selection Board. Assigns selected applicants to training.
13. Compiles and maintains PLC and OCC enrollment and attrition figures.
14. Prepares all nominations and applications of qualified PLCs and OCCs. Completes the required certification of recommended applicants for appointment to commissioned grade in the Marine Corps Reserve.
15. Provides instruction and policy guidance to Districts and OSOs through presentations at conferences and training sessions.

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, OFFICER PROCUREMENT

SECTION 6: SPECIAL OFFICER PROGRAMS SECTION

6600. Functions. The Special Officer Programs Section performs the below listed functions.

1. Administers the program for inter-service transfer of Regular and Reserve Officers to the Army, Navy, Air Force, and Coast Guard to the Marine Corps and the Marine Corps Reserve.
2. Administers the Specialist Officer Program.
3. Administers the reappointment of former Marine Corps officers in the Marine Corps Reserve.

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CHAPTER 7

ASSISTANT CHIEF OF STAFF, TRAINING

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CHAPTER 7

ASSISTANT CHIEF OF STAFF, TRAINING

7000. Mission. To oversee and coordinate all training and training-related issues within the MCRC to ensure the components of systematic recruiting and recruiting procedures utilized by subordinate Commands and recruiting personnel are in accordance with current publications.

7001. Functions

1. Develops curriculum and conducts the following formal recruiting courses:
 - a. Recruiting Management Course
 - b. Officer Selection Officer Course
 - c. Recruiter Instructor Course
 - d. Career Recruiter Course
 - e. Contact Team Course
2. Coordinates with Learning International, Incorporated to develop sales and sales management training pertinent to current recruiting environment for use at formal courses and in the field.
3. Coordinates logistical support and sales training for the MPA Course conducted by the Public Affairs Officer.
4. Coordinates with AC/S Recruiting at both Regions in the development of MEPS Liaison Courses.
5. Conducts field training and assistance in support of Regions, Districts and Recruiting Stations.
6. Conducts field analysis at Districts and Recruiting Stations to validate formal course curriculum.
7. Maintains cognizance over Recruiters School for development of curriculum and execution of Recruiters School classes.

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8. Maintains cognizance over Recruiters School for development of Individual Training Standards (ITS) for recruiters (Additional MOS 8411).
9. Develops ITS for Career Recruiters (MOS 8412).
10. Maintains cognizance for updating information in Volume I, Guidebook for Recruiters; Volume II, Guidebook for Officer Selection Officers; Volume III, Guidebook for Recruiting Station Operations; and Volume V, Enlisted Procurement.
11. Provides input to the Enlisted Recruiting Operations Section for updating information in the Military Personnel Procurement Manual, Volume II, Enlisted Procurement.
12. Provides input to the AC/S, Marketing and Advertising for updating information in the Product Knowledge Sales Book (PKSB).
13. Assists in providing logistical and fiscal support for operations at Recruiters School.
14. Coordinated with CG, MCCDC (T&E) for funding associated with travel and per diem for the following formal courses:
 - a. Recruiting Management Course (RMC).
 - b. Officer Selection Officer (OSO) Course.
 - c. Recruiter Instructor (RI) Course.
 - d. Career Recruiter Course (CRC).
 - e. Marketing and Public Affairs (MPA) Noncommissioned Officer Course.
 - f. MEPS Liaison Course (ERR and WRR).
 - g. Executive Management Course.
 - h. Basic Recruiter Course.
 - i. Contact Team Course (CTC).
15. Maintains cognizance for the MCRC quality assurance program.

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CHAPTER 8

PUBLIC AFFAIRS OFFICER

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CHAPTER 8

PUBLIC AFFAIRS OFFICER

8000. Mission. The Department of Defense and the Department of the Navy set forth the basic principles that guide Marine Corps public affairs activities through the current editions of SECNAVINST 5720.44. A reputation for credibility is essential to a sound Marine Corps public affairs program. The best interests of the Marine Corps will be served by candid, honest relations with the public, the news media and advertisers.

8001. Functions

1. Maintain and operate a Public Affairs office as outlined in FMFM 3-1:

"The public affairs officer performs the general duties of a special staff officer under the cognizance of the Chief of Staff with respect to providing information about the Marine Corps to the public, the media, and the internal Marine Corps audience, and establishing harmonious relations with local communities and the general public. Staff responsibilities include:

a. Advising on public impact of Command decisions/policy and, as the Command "spokesman," recommending policies and procedures with respect to the release of information to the public and the media.

b. Preparing and disseminating accurate and timely information about the Marine Corps and the Command to the media and the general public in the spirit of the Freedom of Information Act.

c. Serving as the Command's contact with the media and, as such, answering media queries, coordination of all media visits/interviews and escorting media representatives.

d. Supporting the internal information program to inform Marines and the Marine family of Marine Corps and Command matters through supervision of such internal news outlets as Command newspapers, radio/television facilities, etc.

e. Developing and coordinating a community relations program, to include both on and off base activities, to foster mutual understanding and acceptance with the general public and communities directly affected by the Command."

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2. As a special staff officer, advises the Commanding General, Marine Corps Recruiting Command (CG, MCRC), on all public affairs issues relating to recruiting and the Command's interaction with the public. The public affairs officer is responsible to the Commanding General for specific planning and implementation of Marine Corps public affairs programs.
3. The public affairs officer will be consulted on the public affairs impact in all Marine Corps recruiting matters of regional, national, or international scope or importance.
4. The public affairs officer is responsible for developing MCRC public affairs guidance on all recruiting public affairs matters.
5. The public affairs officer is responsible for developing and providing formal training to Marines assigned as recruiting station marketing and public affairs representatives, district public affairs officers and chiefs, and recruitment advertising officers. District public affairs office staff members may be assigned to MPA training based upon seat availability. Formal training also provided to RS Commanding Officers, District contact teams, recruiter instructors and career recruiters.
6. The public affairs officer is the liaison between the Recruiting Command and other Marine Corps Commands and units in support of recruiting public affairs and community relations objectives.
7. The public affairs officer is the spokesman for national media questions about recruiting matters.
8. The public affairs officer is responsible for providing public affairs support to the recruiting service in initiatives designed to enhance mission attainment.
9. The public affairs officer is the Commanding General's primary point of contact for the Educator Workshop Program.

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CHAPTER 9

ASSISTANT CHIEF OF STAFF, HUMAN RESOURCES

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CHAPTER 9

ASSISTANT CHIEF OF STAFF, HUMAN RESOURCES

9000. Mission. Develops, evaluates, and implements initiatives that enhance the quality of life for Marine Corps Recruiting Command (MCRC) Personnel and their family members. Manages the Command's strategic planning process. Provides legislative liaison for MCRC by coordinating congressional testimony and centrally managing congressional inquiries, special interest correspondence and Marine Mail.

9001. Functions. Serves as the MCRC Commanding General's principal staff officer concerning human resources issues. Directs and coordinates the Command's effort to improve quality and productivity as well as the health, welfare and morale of Command personnel and family members. Responsible for developing and interpreting a wide range of policy, initiating legislation and working with various congressional staffs to bring change to fruition. Duties include functional and oversight responsibilities on human resources issues for all MCRC personnel and family members. Designs and manages human resource strategies which provide a framework for program evaluation. Identifies organizational needs based upon research studies. Identifies and integrates key issues affecting MCRC. Supervises and directs the Quality of Life/Family Support Section, the Quality Management Section, and the Congressional Liaison Section.

1. Responsible for the control, leadership, structure and management of all MCRC human resource sections and their functions.
2. Identifies and integrates key issues affecting MCRC including consideration of a wide variety of influences and factors.
3. Exercises leadership and advocacy to develop and ensure that MCRC's strategic vision and goals are reflected in the management of its people.
4. Provides organizational representation and congressional liaison through an expansive professional network to support MCRC's mission, strategic vision, and goals.
5. Through the strategic plan, provides a framework for program evaluation and project ideas along with a focus on research an improvement of MCRC processes.

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6. Identifies organizational needs and problems faced by MCRC personnel and family members using data from various research studies as the foundation for recommendations.
7. Designs and manages human resource strategies that impact the success of MCRC.
8. Develops and manages policy, program goals, and processes in support of MCRC's mission and strategic vision.
9. Assesses human resource policy to determine feasibility and impact on mission accomplishment.
10. Formulates long-term and short-term goals and objectives.
11. Anticipates, identifies, diagnoses, and consults on potential or actual problem areas relating to program implementation and goal achievement. Develops alternative courses of action as required.
12. Sets measures of effectiveness and standards of efficiency for evaluation of policy and programs and initiates corrective action as necessary.
13. Explains, advocates, and negotiates MCRC's positions internally and externally to the Marine Corps on human resource matters affecting accomplishment of the recruiting mission and the welfare of MCRC personnel and families.
14. Represents and speaks on behalf of MCRC to explain, sell, defend, and negotiate MCRC's position within and outside the Marine Corps to joint committees, DOD/DON staff counterparts, professional groups, research activities, auditors, constituents, congressional staff members, and elected officials.
15. Prepares the MCRC legislative plan.
16. Establishes and maintains a wide range of working relationships internally and externally.
17. Reflects MCRC's position in posture statements, justifications, staff comments, and questions for the record.

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CHAPTER 9

SECTION 1: QUALITY OF LIFE/FAMILY SUPPORT SECTION

9100. Functions. In accordance with Marine Corps policy, recommends adaptation of existing programs or new initiatives that would enhance the quality of life for personnel within MCRC. Within that framework, recommends standards for family support service delivery. Specific areas of coordination include: Information, Referral and Follow-up; Relocation and Sponsorship; Exceptional Family Member; Family Advocacy; Outreach; Family Member Employment Assistance; Family Readiness; MCRC Key Volunteer Network (KVN); Disaster Preparedness; Relocation Assistance; housing, child care support; TRICARE medical/dental programs; and Legal Assistance. Ensures social service delivery plans take into account the geographical diversion of subordinate recruiting activities.

1. Evaluates the effectiveness of programs through site visits and provides recommendations.
2. Serves as the MCRC Head of the Quality of Life/Family Support Section.
3. Analyzes MCRC QOL/FS programs for assigned areas.
4. Provides recommendations for the MCRC Strategic Guidance to include QOL and the MCRC KVN.
5. Serves as action officer, researching and preparing fact sheets, memoranda, information papers, briefings, and other correspondence concerning program areas.
6. Collects issues from subordinate units to address at MCRC Headquarters level.
7. Represents the MCRC during QOL meetings.
8. Gathers, assesses, utilizes, and forwards statistical information to AC/S (HR).
9. Upon invitation, may conduct and attend regional and district QOL training conferences and workshops.

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10. Provides MCRC headquarters training on QOL, specifically sponsors the National MCRC QOL Conference on an annual basis.
11. Provides recommendations for recruiter/family member quality of life issues for MCRC/CMC congressional testimony.
12. Provides liaison between MCRC and CMC, M&RA, Manpower Personnel and Family Readiness Division (MR) to negotiate programs and provide assistance and support.
13. Coordinates and recommends MCRC's position for non-appropriated funds.
14. Coordinated recommendations from the field concerning TRICARE and forwards concerns to HQMC.
15. Researches unique or non-routine issues concerning QOL.
16. Communicates with Regional and District QOLs.

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CHAPTER 9

SECTION 2: QUALITY MANAGEMENT SECTION

9200. Functions. Serves as the Head of the Quality Management Section. Supports MCRC's effort to better align individual and organizational efforts concerning quality and operational performance goals. Embedded throughout the Commandant's Planning Guidance is the implicit mandate to bring about constant improvement. With that goal in mind, the efforts of the quality management section will enhance MCRC's effort in achieving that goal.

1. Develops and implements a planning process which enables each Command member to match their tasks to Command objectives. The strategic planning process will align quality improvement activities within the Command and drive the Command's improvement process.
2. Support the Marine Corps' commitment to constant improvement.
3. Fosters creativity and innovation, and realizes meaningful process improvements.
4. Acts as lead action officer on MCRC's strategic planning process.
5. Provides recommendations concerning policy changes and pilot projects.
6. Justifies resource in support of the quality management effort.
7. Determines "customer requirements" and identifies the critical processes where improvement is needed.
8. Develops and incorporates objectives into the strategic plan.
9. Identifies, recommends, and justifies the strategic studies necessary to support the plan and the Command's overall improvement effort.
10. Supports deployment and execution of the plan, monitors and reports on progress, and updates the plan at prescribed intervals.

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CHAPTER 9

SECTION 3: CONGRESSIONAL LIAISON SECTION

9300. Functions. Serves as the Head of the Congressional Liaison Section. Supports all MCRC's congressional issues affecting Marine Corps recruiting. Coordinate the preparation, review and forwarding of statements of MCRC witnesses before congressional committees. Responds to all congressional inquiries, special interest letters and Marine Mail requests regarding recruiting. Coordinate a wide variety of correspondence, memoranda, personal and telephonic inquiries and requests from all areas of congressional sources. Prepares briefings for the CMC and the Commanding General, MCRC and professional staff members of items that apply to recruiting. Provides guidance and assistance in drafting legislative proposals for MCRC.

1. Conducts liaison with both houses of the Congress to include Congressmen, Senators, their staffers, and professional staff members of House and Senate Committees.
2. Maintains contact with various congressional liaison officers to ensure issues relevant to recruiting are accurate and current.
3. Conducts and coordinates a wide variety of statements, issue papers, fact books, fact cards, and other materials for the CG, MCRC to use in responding to requests or inquiries from members of congress or their staffs.
4. Receives and acts on a wide variety of written and oral congressional inquiries, special interest letters, and Marine Mail pertaining to Marine Corps recruiting.
5. Prepares and assists the CG, MCRC with congressional testimony.
6. Processes and prepares replies to Presidential and congressional inquiries.
7. Initiates investigations and inquiries on allegations of recruiter improprieties.
8. Participates in Marine Corps, Department of Defense, and Department of the Navy sponsored meetings and workshops.

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CHAPTER 10

ASSISTANT CHIEF OF STAFF, LOGISTICS

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CHAPTER 10

ASSISTANT CHIEF OF STAFF, LOGISTICS

10000. Mission. To represent the Commanding General and support the Marine Corps Recruiting Command (MCRC) on all issues regarding logistics and facilities.

10001. Functions

1. Support MCRC headquarters on all internal logistical functions.
2. Process complaints from any MCRC personnel on any service contract support to MCRC.
3. Process work requests for telephone support through Base Telecommunications Network branch.
4. Represent MCRC at all Marine Corps Base Safety Division meetings as the Command Safety Officer.
5. Manages GSA vehicle leased assets necessary to support MCRC local transportation requirements.
6. Provide vehicle maintenance support through Base Support Branch.
7. Manage all requests for supply and resupply support through MCMC Supply point.
8. Process requests for copier/printer support for MCRC personnel.

10002. Additional Duties

1. AC/S Logistics Officer. Member MCB, Quantico Safety Board.
2. Logistic Management Specialists. Member Bold Venture Committee; System Change Committee; COE Awards Committee; Space Guideline Committee; COE Performance Measurement Committee; JRFC Policy Committee; and New Member Technology Committee.

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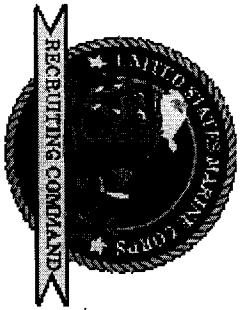
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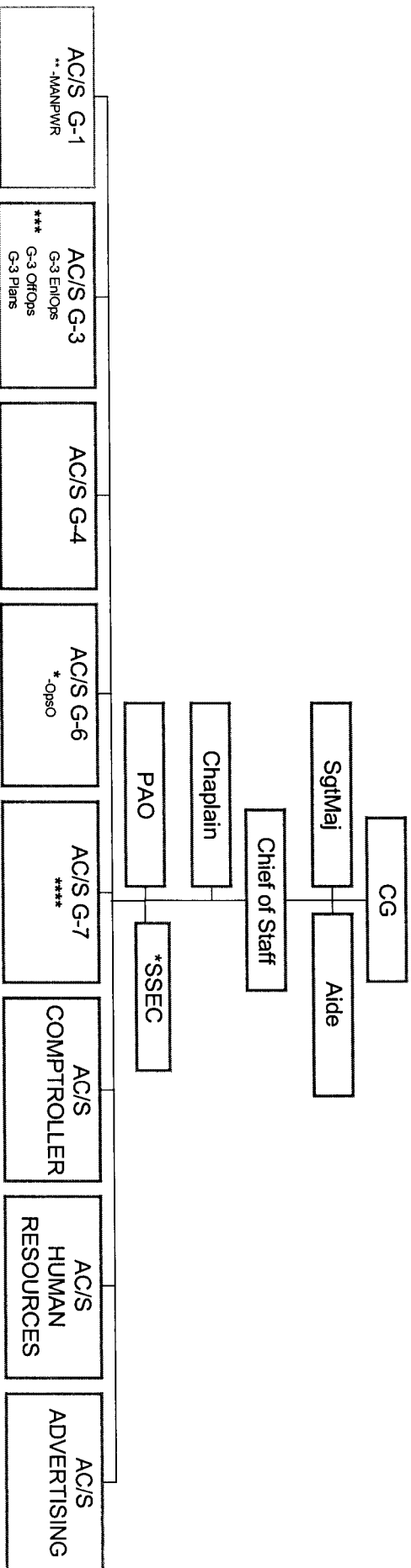
SECTION 1: FACILITIES SECTION

11000. Functions

1. Support all Marine Corps District (MCD) requests for recruiting facility and logistical support.
2. Work with the Office of the Assistant Secretary of Defense (OASD (FMP) (MPP)/AP), U.S. Army Corps of Engineers (COE), General Services Administration (GSA), CMC (I&L), and other Services' recruiting facility representatives.
3. Represent the Marine Corps on the OASD Joint Recruiting Facilities Committee (JRFC).
4. Represent the Marine Corps at COE Recruiting Collocation Conferences.
5. Prepare and develop the Recruiting Facility Maintenance Plan (RFMP) and other management reports tabulating facilities status within MCRC.
6. Maintain the Recruiting Facilities Management Information System (RFMIS).
7. Analyze studies and statistics that are the basis for allocation of OSD funding.
8. Maintain JRFC policy guidance on facility matters.



MCRRC Headquarters-2000



- * New Billet
- ** Currently Manpower and Officer Appointment Section
- *** Currently Officer Programs
- **** Currently AC/S Training